
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

APPROVED COURSE OF INSTRUCTION

EMERGENCY OPERATIONS CENTER COURSE G611

Chapter Three
Local Government
Operations Section
Function Specific Handbook

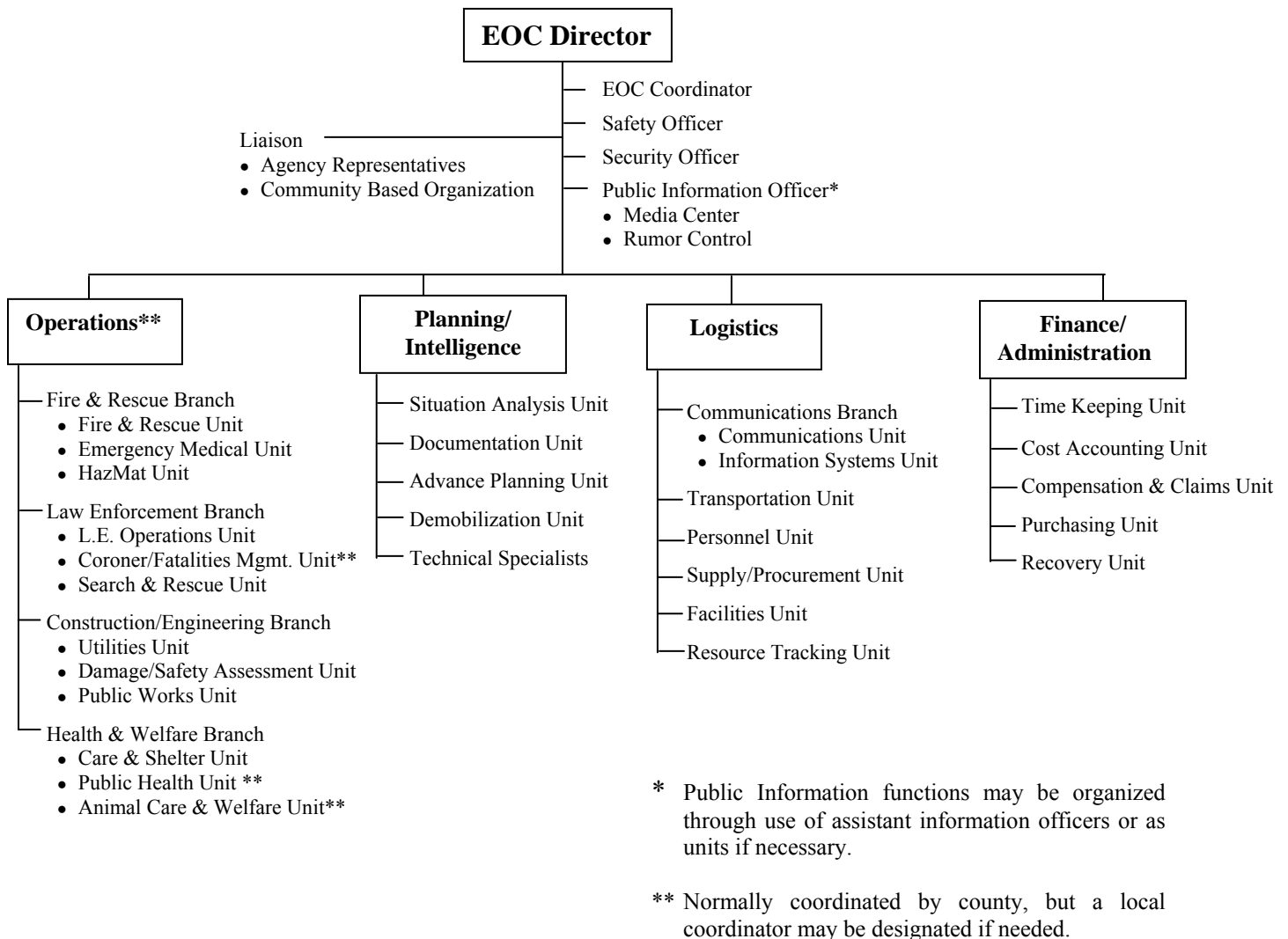
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LOCAL GOVERNMENT OPERATIONS SECTION FUNCTION SPECIFIC HANDBOOK

I. Large Local Government EOC Functional Organization Chart



Each jurisdiction must determine the appropriate organization for the functions to be performed.

See last page of this handbook for an example of a Small Local Government EOC Functional Organization Chart.

II. General Considerations

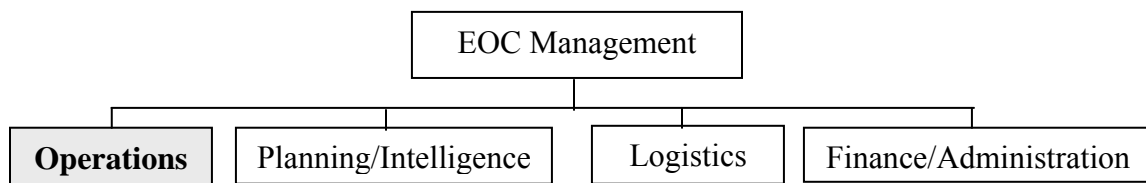
A. Contents

This handbook contains functional descriptions, responsibilities, and checklists for personnel assigned to the Operations Section of a local government EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section. Agencies and jurisdictions are encouraged to supplement the responsibilities and checklists to meet their own EOC operating requirements.

B. Standardized Emergency Management System (SEMS)

The SEMS Regulation ((P)2403) requires that local governments, operational areas, regional and state level EOCs provide for the functions of: management, operations, planning/intelligence, logistics and finance/administration. These five primary functions in SEMS provide the foundation for establishing an effective EOC management team.

C. EOC Organization



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub functions that would normally be established as branches or units depending on their size.

The functions described here are those activities that may need to be activated during an EOC activation for the Operations Section at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

D. Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.

- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.

III. Generic Checklist

Checklists for each position are listed by three phases; Activation, Operational, and Demobilization. Several of the actions to be taken in the Activation and Demobilization Phases of an EOC activation common to all positions are listed below.

Activation Phase:

- ☐ Check in upon arrival at the EOC.
- ☐ Report to EOC Director, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.

☐ Leave a forwarding phone number where you can be reached.

IV. Operations Section Functional Descriptions

The EOC Director has the authority and responsibility to direct all EOC activity. The Director may delegate authority to members of the General Staff. Operations Section positions will vary depending upon the need. The following positions are the more common Operations Section positions, however function titles and organization alignments may vary with local governments. Note that in some EOCs these positions may be activated at a one-person level, or at a unit, group or branch, level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Operations Section in the Local Government EOC acts as the primary point of contact between the EOC and the jurisdiction's Department Operations Center (DOC), and in some jurisdictions may be linked directly to field Incident Commands. Department Coordinators assigned to the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to DOCs and field Incident Commands as appropriate to the jurisdiction.

The Operations Section positions are extremely important in that they relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.

Operations Section Coordinator

Function Description:

The Operations Section Coordinator, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed.

Responsibilities:

1. Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports (utilizing the RIMS formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Supervise the Operations Section.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - ☐ Fire & Rescue
 - ☐ Construction/Engineering
 - ☐ Law Enforcement
 - ☐ Health & Welfare

- ☐ Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- ☐ Determine estimated times of arrival of section staff from the Personnel Unit in Logistics.
- ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.
- ☐ Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed, and coordinate accordingly.
- ☐ Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ☐ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Ensure Operations Section position logs and other necessary files are maintained.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports (utilize RIMS format if available).
- ☐ Ensure that all media contacts are referred to the Public Information Officer.

- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Fire and Rescue Branch Coordinator

Function Description:

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

Smaller jurisdictions may not activate separate units for fire operations, emergency medical, fire & rescue and hazmat.

Responsibilities:

1. Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.
2. Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.
5. Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.
6. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
7. Supervise the Fire & Rescue Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Fire & Rescue Branch:
 - ☐ Fire & Rescue Unit
 - ☐ HazMat Unit
 - ☐ Emergency Medical Unit

- ☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- ☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Obtain and maintain current status on Fire & Rescue missions being conducted in the jurisdictional area.
- ☐ Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire & Rescue Status Report on RIMS forms if available.
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Fire and Rescue Unit Leader

Responsibilities:

1. Provide coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for non-fire support resources from the fire departments DOC in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Assist in mobilizing urban search & rescue teams at the request of Department Operations Centers (DOCs) or Incident Commands as appropriate.
5. Provide general support to field personnel as required.
6. Supervise the Fire & Rescue Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish and maintain radio or phone communication with the Fire Department Operations Center, or with Fire Incident Commands if appropriate.
- ☐ Determine the status of all department emergency operations.
- ☐ Obtain regular status reports on the fire situation from the Department Operations Center as appropriate from Incident Commands.
- ☐ Determine the impact of the emergency on the fire department's operational capability.
- ☐ Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the emergency, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of any urban search and rescue assistance required.

- ☐ Coordinate with the Fire & Rescue Branch Coordinator to determine missions for urban search and rescue teams based on established priorities.
- ☐ Assist in mobilizing urban search & rescue teams consistent with established policies and priorities.
- ☐ Work closely with the Logistics Section to determine the status and availability of urban search & rescue resources specifically larger jurisdictions who have organized Urban Search & Rescue teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units and other Search & Rescue resources.
- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of SAR missions, evacuations and shelter locations.
- ☐ Determine availability of shelter facilities (or commercial lodging) through the Logistics Section.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Emergency Medical Unit Leader

Responsibilities:

1. Ensure that all available emergency medical resources are identified and mobilized as required.
2. Provide assistance as required to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Ensure adequate transportation resources are available for appropriate DOCs or Incident Commands for the transportation of injured victims to appropriate medical facilities.
5. Supervise the Emergency Medical Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of emergency medical assistance required.
- ☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ☐ Determine status and availability of specialized treatment such as burn centers.
- ☐ Assist the Fire & Rescue Unit Leader in providing triage for extricated victims.
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ☐ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support emergency medical operations in the field.

- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in a emergency medical situation where statistical information is requested by the media.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

HazMat Unit Leader

Responsibilities:

1. Determine the scope of hazardous materials incidents.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the HazMat Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- ☐ Coordinate with the Fire & Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- ☐ Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priorities.
- ☐ Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams in the Operational Area.
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.

- ☐ Coordinate with the Coroner/Fatalities Management Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- ☐ Monitor and track the progress and status of each HazMat team.
- ☐ Ensure that HazMat Team Leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

Function Description:

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agencies Department Operations Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of law enforcement agencies. The Law Enforcement Branch Coordinator reports to the Operations Section Coordinator. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

Smaller jurisdictions may not activate separate units for coroner or search and rescue.

Responsibilities:

1. Coordinate movement and evacuation operations during an emergency.
2. Alert and notify the public of the impending or existing emergency.
3. Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Law Enforcement Branch:
 - ☐ Law Enforcement Operations Unit
 - ☐ Coroner/Fatalities Management Unit
 - ☐ Search and Rescue Unit
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- ☐ Provide an initial situation report to the Operations Section Coordinator.

- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted.
- ☐ Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report. (Use RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid resources through the Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for law enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the Law Enforcement Operations Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish and maintain radio or phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level as appropriate.
- ☐ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Incident Command.
- ☐ Assess the impact of the emergency on the department's operational capability.
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the emergency, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- ☐ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ In conjunction with the Planning/Intelligence Section, determine if current and forecasted weather conditions will affect law enforcement operations.

- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section.
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Coroner/Fatalities Management Unit Leader

Responsibilities:

This function will normally be accomplished by the county. However, during major emergencies local governments may be required to provide interim capabilities.

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the emergency.
2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervise the Coroner/Fatalities Management Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that locations where fatalities are discovered are secured.
- ☐ Ensure that fatality collection points are established and secured as necessary.
- ☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.
- ☐ Request Coroner's Mutual Aid as required.
- ☐ Procure, through Logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- ☐ Coordinate with the Fire & Rescue unit or Law Enforcement Search & Rescue (SAR) Unit to determine location and number of extricated fatalities.
- ☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.
- ☐ Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.
- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of an emergency.

- ☐ Keep the Law Enforcement Branch Coordinator informed of Coroner/Fatalities Management Unit activities on a regular basis.
- ☐ Inform the Law Enforcement Branch Coordinator and the Public Information Officer of the number of confirmed fatalities resulting from the emergency. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- ☐ Ensure that all media contacts are referred to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Search and Rescue (SAR) Unit Leader

Responsibilities:

1. Determine the scope of the search & rescue mission.
2. Assist in mobilizing Search & Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search & rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search & rescue assistance required.
- ☐ Coordinate with the Law Enforcement Branch Coordinator to determine missions for search & rescue teams based on established priorities.
- ☐ Mobilize and deploy available search & rescue teams to locations or to other emergency response agencies, consistent with established policies and priorities.
- ☐ Establish radio or phone communication with all deployed search & rescue team leaders to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of search & rescue resources specifically larger jurisdictions who have organized SAR teams.
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.

- ☐ Coordinate with the coroner/fatalities management unit to provide on-site assistance in managing fatalities at search locations.
- ☐ Ensure that each team leader develops a safety plan for each assigned mission.
- ☐ Monitor and track the progress and status of each search & rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search & Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Law Enforcement Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Construction/Engineering Branch Coordinator

Function Description:

The Construction/Engineering Branch in the Local Government EOC coordinates all infrastructure related activities during an emergency. The Branch Coordinator reports to the Operations Section Coordinator. The Branch title may vary depending on the jurisdictional organization. Typically it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

Smaller jurisdictions may not activate separate units for utilities, damage assessment and public works.

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Construction/Engineering Branch:
 - ☐ Utilities Unit
 - ☐ Public Works Unit
 - ☐ Damage/Safety Assessment Unit
- ☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- ☐ Provide an initial situation report to the Operations Section Coordinator.
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Maintain current status on all construction/engineering activities being conducted.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Utilities Unit Leader

Responsibilities:

1. Assess the status of utilities, provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish and maintain communications with the utility providers.
- ☐ Determine the extent of damage to utility systems.
- ☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- ☐ Keep the Health & Welfare Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- ☐ Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Damage/Safety Assessment Unit Leader

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers, to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC.

- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Public Works Unit Leader

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- ☐ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- ☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- ☐ Work closely with the Logistics Section to provide support and materiel as required.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of unit status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Health and Welfare Branch Coordinator

Function Description:

The Health and Welfare Branch at the Local Government EOC is responsible for jurisdictional coordination of people, animals and population mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Branch will coordinate the care giving activities through resources available within the jurisdiction, or by obtaining such services as required through agreements and/or established mutual aid programs.

Smaller jurisdictions may not activate separate units for the functions covered under health and welfare. Some of the activities of the branch would normally be done by the county. Local Governments must be capable of providing interim services.

Responsibilities:

1. Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
3. Provide as required for animal control, care and sheltering.
4. Supervise the Health and Welfare Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained.
- ☐ Based on the situation, activate the necessary units within the Health & Welfare Branch:
 - ☐ Care & Shelter Unit
 - ☐ Public Health Unit
 - ☐ Animal Care & Welfare Unit
- ☐ Ensure that all potable water supplies remain safe, and free from contaminants.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.

- ☐ Ensure that a vector control plan is established and implemented for the affected area(s).
- ☐ Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch operational status periodically during the operations period or as requested.
- ☐ Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
- ☐ Ensure that the Public Health Unit is available to assist the Coroner/Fatalities Management Unit in mitigating and managing mass fatality situations.
- ☐ Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.
- ☐ Ensure that animal control measures are in effect and animal care and sheltering is appropriate for the emergency.
- ☐ Prepare objectives for the Health and Welfare Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Care and Shelter Unit Leader

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- ☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.
- ☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- ☐ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- ☐ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- ☐ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

Responsibilities:

1. Assess the status and availability of potable water.
2. Assess the status of the sanitation system.
3. Inspect and assess emergency supplies such as food and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected emergency areas.
5. Supervise the Public Health Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
- ☐ If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- ☐ Develop a distribution system for drinking water as required.
- ☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- ☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as food, drugs, and other consumables for purity and utility.
- ☐ Determine the need for vector control, and coordinate with County Public Health for vector control services as required.
- ☐ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Animal Care and Welfare Unit Leader

Responsibilities:

1. Assess the status of animal care needs with the jurisdiction.
2. Determine status of available shelters and establish locations for additional sheltering.
3. Determine the need for animal care and veterinary services.
4. Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency.
5. Coordinate as necessary with Health & Welfare Branch Coordinator and other EOC positions on Animal Care & Welfare issues and requirements.
6. Supervise the Animal Care & Welfare Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

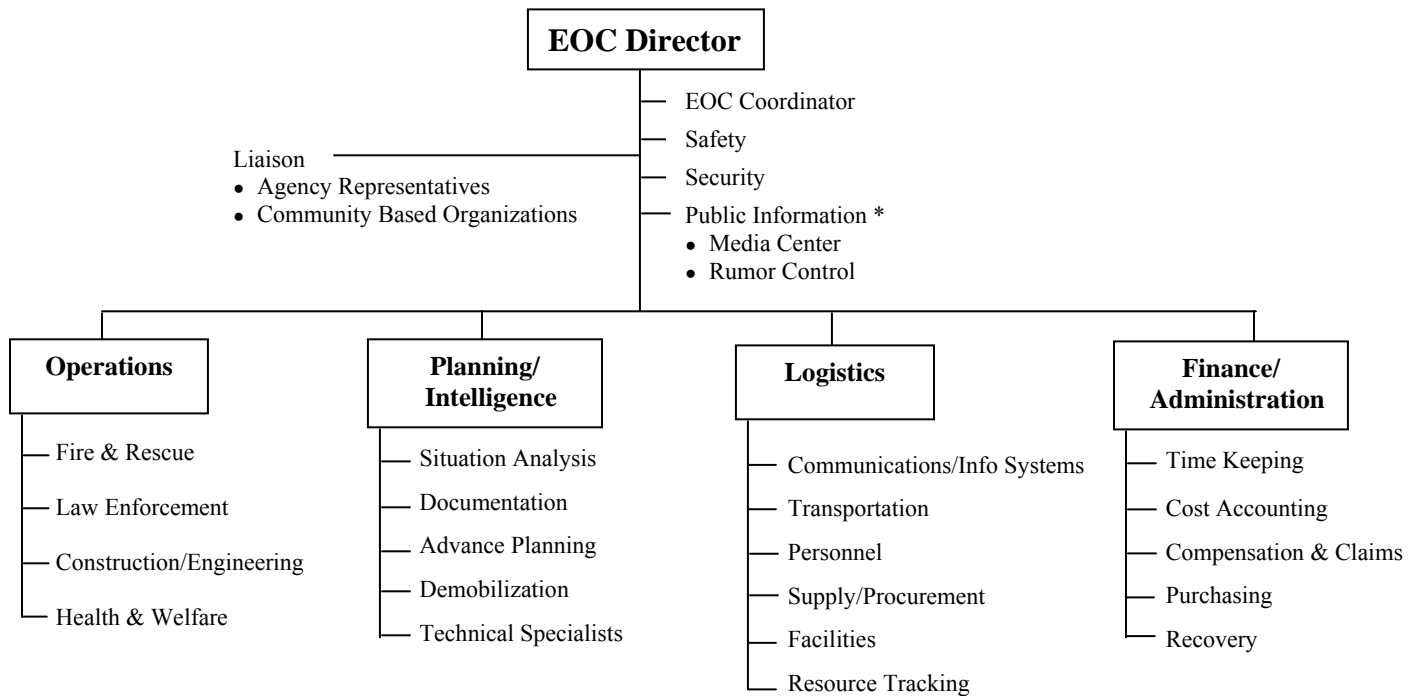
- ☐ Establish and maintain a position log and other necessary files.
- ☐ Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- ☐ Determine location and time of any animal welfare facilities are activated.
- ☐ Obtain phone numbers/pager numbers for all essential locations and/or personnel that may have contact with the EOC.
- ☐ Determine status of available communications systems.
- ☐ Obtain current level of staffing and anticipated needs for additional personnel (include volunteer personnel in estimate).
- ☐ Determine location and status of major incidents involving a threat to or from animals.
- ☐ Determine extent of damage to, and the operational capacity of department shelter facilities.
- ☐ Provide above information to the Branch Coordinator and to the Situation Analysis Unit.
- ☐ Participate in EOC planning meetings, as required.

- ☐ As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.
- ☐ Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations.
- ☐ Assign specific duties to support staff, and supervise staff.
- ☐ As needed, request additional resources through established ordering procedures.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

V. Small Local Government EOC Functional Organization Chart



* Public Information functions may be organized through use of assistant information officers or as units if necessary.

Each jurisdiction must determine the appropriate organization for the functions to be performed.